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General

National Archives

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Administration Records Service Washington, DC 20408

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Mr. Don I. Wortman
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Wortman:

As the Presidential transition takes place during the next several weeks, I think this is an appropriate time to remind you of the requirements, established by Federal law and implementing regulations, concerning the distinction between personal papers and official documents. The key points of these issues are outlined in GSA Bulletin FPMR B-106 (copy enclosed).

Because records created by senior executives have obvious historical value, those of us involved in records management naturally are concerned with the careful application of these guidelines. I did want you to be aware of these requirements during the transition period. If you have any questions regarding this matter, please call George Scaboo, Acting Assistant Archivist for Federal Records Centers, on 724-1614.

Sincerely,

ROBERT M. WARNER
Archivist of the United States

Enclosure